Date of Notification: January 21, 2011

Subject: Monthly Operating System Maintenance January 22, 2011, for *EmpowHR*

Database/Customer(s) Affected: *EmpowHR*

Dear Customer:

The monthly *EmpowHR* Operating System (OS) maintenance will begin at 1:00 p.m. CST this Saturday, January 22, 2011, for all servers located at George Washington Carver Center (GWCC). The servers will be unavailable from 1:00 p.m. CST on Saturday, January 22, 2011, until approximately 1:00 a.m. CST on Sunday, January 23, 2011. This unavailability will affect the Development, Test, Quality Assurance, User Acceptance Testing, and Training environments.

The OS maintenance for the Production servers (KC) will start at 6:00 p.m. CST this Saturday, January 22, 2011, and the systems should be back online by Sunday, January 23, 2011, at 6:00 a.m. CST.

Please plan any weekend activity around this maintenance schedule. If you have any questions regarding this communication, please contact the *EmpowHR* Help Desk at 1-888-367-6955 or via email to nfcempowhr@usda.gov.

KJS/M5-11-069E

Tip of the Week

Agencies are reminded to periodically review their reports received from NFC to ensure that the requirement for the report and the number of copies remain valid.